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FOOD AND DRUGS AUTHORITY

GUIDELINES/CODES OF PRACTICES FOR SLAUGHTER HOUSES/SLABS, TRANSPORTATION OF MEAT, MEAT MARKETS OR SHOPS, MEAT PROCESSING AND COLD STORAGE FACILITIES

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INTRODUCTION

In the exercise of the powers conferred on the Food and Drugs Authority (FDA) and the Veterinary Services Directorate (VSD) by Public Health Act, 2012 (Act 851) Part Seven, Sections 108, 109, 131, 147 and 148 the guidelines apply to the licensing of Slaughter Houses, Transportation of meat, Meat Markets or Shops, Meat/Fish Processing and Cold Storage Facilities in order to ensure the safety and quality of meat for human and animal consumption in Ghana as the Codes of Practices apply to the regulation of the Slaughter Houses, Transportation of meat, Meat Markets or Shops, Meat/Fish Processing and Cold Storage Facilities in a manner that ensures the safety and quality of carcass obtained from such places.

The purpose of the Guidelines/Codes of Practices is to provide owners and/or managers of Slaughter Houses, Transportation of meat, Meat Markets or Shops, Meat/Fish Processing and Cold Storage Facilities with the requirements of the Food and Drugs Authority by which these facilities shall be brought into compliance with the Public Health Act, 2012 (Act 851), Part Seven, Section 131.

These Guidelines/Codes of Practices are hereby promulgated for information, guidance and strict compliance by all stakeholders.

DEFINITIONS

For the purpose of these guidelines the following definitions shall apply:

“Slaughter house” refers to any premises, including facilities for moving or lairaging animals used for the slaughter of animals for human consumption or animal feeding and approved by the national veterinary or other competent authority.

Slaughter: Any procedure which causes the death of an animal by bleeding.

“Carcass” means the body of an animal after dressing.

Meat refers to all parts of an animal (fresh or frozen) that are intended for, or have been judged as safe and suitable for human consumption.

“Meat Product” means meat that has undergone processing and/or preservation.

“Meat market” means designated sheds or buildings normally within foodstuff markets, shopping malls or supermarkets, where fresh meat is offered for sale;

“Meat shop” means facilities (usually single room with deep-freezer(s) within foodstuff markets, shopping malls or supermarkets that offer meat for sale.

“Requirements” means the criteria relating to trade in food, covering the protection of public health, the protection of consumers and conditions of fair trade.

“Wholesome” means food in sound condition, clean, free from adulteration and otherwise fit for human consumption.

“Establishment” is a suitable building, area or surroundings in which fresh or frozen meat is processed and packaged.

“Calibration” - procedure used for the comparison of a measuring instrument with a standard, under specific conditions, and adjustment of the instrument, if necessary.

“Cleaning and disinfection” - means to remove visible contaminants from any surface.

“Contaminant” - any biological agent, chemical agent, foreign matter or other substance not intentionally added to food which may compromise product safety or suitability.

“Contamination” – means direct or indirect transmission of contaminants to meat.

“Equipment” - includes:

- a. the whole or any part of any machine, fitting, device, instrument, stamp, apparatus, table, or article, that is used or available for use in or for marking, cutting, singeing, packing, storing, carrying, or handling of any product, ingredient, additive, or processing aid; and
- b. any machine used or capable of being used in the cleaning and disinfection of any equipment or facilities.

“Potable water” - means water that is acceptable for cleaning and disinfection and animal consumption.

“Protective clothing” - special outer wear garments intended to preclude the contamination of products.

“Sanitize” means to apply heat or chemicals, heat and chemicals, or other processes, to a surface so that the number of micro-organisms on the surface is reduced to a level that – (a) does not compromise the safety of food with which it may come into contact; and (b) does not permit the transmission of infectious disease.

“Waste” - includes, without limitation, all solids, liquids, and gases that is intended to be dispose of as being unwanted and that may become a source of contamination or attract pests.

“Carrier” means any vehicle, aircraft, cart, bicycle, train or any motorizes or hand driven transport system in or on which meat may be carried by or on behalf of the holder of a permit to any place for the purposes of selling.

“Container” means any box, detachable compartment, receptacle or any other arrangement in which meat may be carried by or on behalf of the holder of a permit, to any place for the purposes of selling.

“Slaughter house (Abattoir)” means a facility that is approved and license by the Authority for the purpose of slaughtering and dressing of animals for human consumption.

“Slaughter slab” means a concrete platform, raised to a minimum height of 0.25 m above the ground, approved by the Authority for slaughtering and dressing carcasses.

“Label” - includes any wording, tag, brand, symbol, picture, or other descriptive matter written, printed, stencilled, marked, embossed, impressed on, appearing on, attached to, or enclosed within any product.

“Packaging material”

- a. means any substance that is intended to protect and that comes into immediate contact with the product
- b. includes rigid substances such as cartons and containers where the product is filled directly into the carton and container; and
- c. includes any other substances contained with, in, or attached to, the product (such as labels, heat sensors).

“Permit” means a valid license issued by the FDA.

“Technically competent personnel” - a person who is skilled in a particular activity or task through training, experience, or qualifications.

“Eviscerate” means to remove internal organs of an animal.

“Reefer” means a refrigerated van with right temperature for meat transportation.

“Trailer” means vehicles with long and uncovered boot/back.

“Undesirable substances” means contaminants and other substances that are present in and/or on products which constitute a risk to the health of the consumer.

“Contaminant” - any biological agent, chemical agent, foreign matter or other substance not intentionally added to food which may compromise product safety or suitability.

“Contamination” – means direct or indirect transmission of contaminants to a product (meat).

“Wholesome” means food in sound condition, clean, free from contaminant and is fit for human consumption.

“Requirements” means the criteria relating to certification of vehicle for meat transportation.

“Insanitary conditions” means such conditions or circumstances as might contaminate food with dirt or filth or might render food injurious or dangerous to health.

“Good cold storage practices (GCSPs)” means all practices and measures necessary to ensure the suitability of a cold storage facility to prevent contamination of stored products.

“Inspection” means a visual process of observation with the aim of ascertaining the level of compliance to laid down guidelines

“Renewal” means to make valid for a further period or extent, the validity of the license of the facility for the period determined by the Authority.

“Deferred application” means the application for license of the facility was deferred because the facility does not comply with sections of the law. The license is therefore put on hold until the facility is reasonably brought into compliance with the law;

“Rejected application” means the application for license was rejected because the facility was deemed unfit to be use for the storage sale or processing of meat. The applicant may reapply for licensing after corrective measures have been taken;

CHAPTER 1 – LICENSING/RENEWALS

GENERAL REQUIREMENTS

1. LICENSING OF SLAUGHTER HOUSES/SLABS

An applicant shall, for the licensing of its slaughter house:

- 1.1 Purchase and complete;
 1. A Slaughter House License Form (FDA/APD13/SL/01);
 2. Premises Location Form (FDA/FM05/LOC/03).
- 1.2 Submit the above forms in addition to the:
 1. Registration Certificate from the respective District Assembly
 2. Food Handlers' Certificates
 3. Site Master File
 4. License fee as stated in the Food and Drugs Authority's fee schedule.
- 1.3 The application shall be addressed to

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a slaughter house/slab is valid for one (1) year and may be renewed subsequently.

2. RENEWAL OF LICENSE FOR SLAUGHTER HOUSES

An applicant shall, for the renewal of license for slaughter house:

- 2.1 Purchase and complete the Slaughter House License Form (FDA/APD13/SH/01).
- 2.2 Submit the above form in addition to:
 1. Food Handlers' Certificate
 2. Licensing Renewal fee as stated in the Food and Drugs Authority's fee schedule
- 2.3 The application shall be addressed to;

**THE CHIEF EXECUTIVE
FOOD AND DRUGS BOARD
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a slaughter house/slab is valid for one (1) year and may be renewed subsequently.

3. LICENSING OF VEHICLES FOR TRANSPORTATION OF MEAT

An applicant shall for the licensing of its vehicle for transportation of meat:

- 3.1 Purchase and complete the meat transportation vehicle license application form (FDA/APD13/MT/01);
- 3.2 Submit the above form in addition to copies of the following documents:
 1. Road worthy certificate;
 2. Driver's license;
 3. Vehicle insurance certificate;
 4. Thermometer calibration certificate
 5. Temperature log book/chart
 6. Training records – basic food hygiene & cold chain management
 7. Vehicle maintenance schedule and records – cleaning & preventive maintenance of freezing system.
 8. Pest Management schedule and records.
 9. Registration fee as stated in the Food and Drugs Authority's fee schedule.

- 3.3 The application shall be addressed to

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a meat transportation vehicle is valid for one (1) year and may be renewed subsequently.

4. RENEWAL OF LICENSE FOR VEHICLES FOR TRANSPORTATION OF MEAT

An applicant shall for the renewal of license for meat transportation vehicle:

- 4.1 Purchase and complete the form for meat transportation (FDA/APD13/MT/01).
- 4.2 Submit the above form in addition to:
 - 1. Road worthy certificate;
 - 2. Driver’s license;
 - 3. Vehicle insurance certificate;
 - 4. Thermometer calibration certificate
 - 5. Temperature log book/chart
 - 6. Training certificate/record in food hygiene & cold chain management
 - 7. Vehicle maintenance schedule and records – cleaning & preventive maintenance of freezing system.
 - 8. Pest Management schedule and records.
 - 9. Licensing Renewal fee as stated in the Food and Drugs Authority’s fee schedule.

4.3 The application shall be addressed to;

**THE CHIEF EXECUTIVE
FOOD AND DRUGS BOARD
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a meat transportation vehicle is valid for one (1) year and may be renewed subsequently.

5. LICENSING OF MEAT MARKETS OR SHOPS

An applicant shall for the licensing of its meat markets or shops:

- 5.1 Purchase and complete the meat markets or shops license application form (FDA/APD13/MS/01);
- 5.2 Applicant shall submit the following:
 - a. A site master file (required information attached to form)
 - b. The meat markets or shops form
 - c. License fee as stated in the Food and Drugs Authority’s fee schedule
- 5.3 The application shall be addressed to

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

- 5.4 The Food and Drugs Authority shall inspect the meat markets or shops for which the application is made based on current trends in Good Cold Storage Practices (GCSP) and shall ensure compliance prior to approval.
- 5.5 For this purpose, the following areas shall be considered during the inspection:
- 5.5.1 Environment
 - 5.5.2 Structure and Fabrication
 - 5.5.3 Cold Store Hygiene
 - 5.5.4 Storage Temperature and Monitoring
 - 5.5.5 Generator Set Functionality
 - 5.5.6 Products in Storage
 - 5.5.7 Storage Practices
 - 5.5.8 State of Products in Storage
 - 5.5.9 Personnel:
 - a. Health Certificate
 - b. Personnel Training
 - c. Personnel Standards
 - 5.5.10 Ancillary Facilities
 - 5.5.11 Pest Management
 - 5.5.12 Waste Management
 - 5.5.13 Documentation

6. RENEWAL OF LICENSE FOR MEAT MARKETS OR SHOPS

An applicant shall for the renewal of license for meat markets or shops shall:

- 6.1 Purchase and complete the license form for meat markets or shops (FDA/APD13/MS/01).
- 6.2 Submit the above form in addition to:
- Licensing Renewal fee as stated in the Food and Drugs Authority's fee schedule.
- 6.3 The application shall be addressed to;

THE CHIEF EXECUTIVE

**FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a meat markets or shops is valid for one (1) year and may be renewed subsequently.

7. LICENSING OF MEAT/FISH PROCESSING FACILITIES

An applicant shall for the licensing of its meat/fish processing facility:

- 7.1 Purchase and complete the meat/fish processing facility license application form (FDA/APD13/MPF/01);
- 7.2 Applicant shall submit the following:
 - a. A site master file (required information attached to form)
 - b. The meat processing facility form
 - c. License fee as stated in the Food and Drugs Authority's fee schedule
- 7.3 The application shall be addressed to

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

- 7.4 The Food and Drugs Authority shall inspect the meat/fish processing facility for which the application is made based on current trends in Good Manufacturing Practices (GMP) and shall ensure compliance prior to approval.
- 7.5 For this purpose, the following areas shall be considered during the inspection:
 - 7.5.1 Environment
 - 7.5.2 Structure and Fabrication
 - 7.5.3 Generator Set Functionality
 - 7.5.4 Raw Material Acquisition
 - 7.5.5 Raw Material Receipt Protocols
 - 7.5.6 Storage Practices
 - 7.5.7 Temperature Monitoring and Thermometer Calibration
 - 7.5.8 Equipment

- 7.5.9 Equipment Cleaning and Maintenance
- 7.5.10 Cleaning and Sanitation
- 7.5.11 Waste Management
- 7.5.12 Process Flow
- 7.5.13 Quality Assurance
- 7.5.14 Pest Management
- 7.5.15 Personnel Standards:
 - a. Health Certificate
 - b. Personnel Training
 - c. Personnel Protective Clothing
 - d. Ancillary Facilities
- 7.5.16 Documentation

8. RENEWAL OF LICENSE FOR MEAT/FISH PROCESSING FACILITIES

An applicant shall for the renewal of license for meat/fish processing facilities shall:

- 8.1 Purchase and complete the license form for meat/fish processing facilities (FDA/APD13/MPF/01).
- 8.2 Submit the above form in addition to:

Licensing Renewal fee as stated in the Food and Drugs Authority's fee schedule. 8.3

The application shall be addressed to;

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a meat/fish processing facility is valid for one (1) year and may be renewed subsequently.

9. LICENSING OF COLD STORAGE FACILITIES

An applicant shall for the licensing of its cold storage facility:

- 9.1 Purchase and complete the cold storage facility license application form (FDA/APD13/CSF/01);

9.2 Applicant shall submit the following:

- a. The cold storage licensing form
- b. License fee as stated in the Food and Drugs Authority's fee schedule

9.3 The application shall be addressed to

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The Food and Drugs Authority shall inspect the cold storage facility for which the application is made based on current trends in Good Cold Storage Practices (GCSP) and shall ensure compliance prior to approval.

9.4 For this purpose, the following areas shall be considered during the inspection:

- 9.4.1 Environment
- 9.4.2 Structure and Fabrication
- 9.4.3 Cold Store Hygiene
- 9.4.4 Storage Temperature and Monitoring
- 9.4.5 Generator Set Functionality
- 9.4.6 Products in Storage
- 9.4.7 Storage Practices
- 9.4.8 State of Products in Storage
- 9.4.9 Personnel:
 - a) Health Certificate
 - b) Personnel Training
 - c) Personnel Standards
- 9.4.10 Ancillary Facilities
- 9.4.11 Pest Management
- 9.4.12 Waste Management
- 9.4.13 Documentation

10. RENEWAL OF LICENSE FOR COLD STORAGE FACILITY

An applicant shall for the renewal of license for cold storage facility shall:

10.1 Purchase and complete the license form for cold storage facility (FDA/APD13/CSF/01).

10.2 Submit the above form in addition to:

Licensing Renewal fee as stated in the Food and Drugs Authority's fee schedule.

10.3 The application shall be addressed to;

**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**

The License for a cold storage facility is valid for one (1) year and may be renewed subsequently.

11. TIMELINES

11.1 Where all licensing requirements have been met, the licensing process shall take a maximum of one (1) month from the date of submission of application.

- 11.2 Where the Food Drugs Authority is satisfied that there is the need to license a facility or vehicle, it shall do so and issue to the applicant a license, subject to such conditions as may be prescribed by the Authority from time to time.
- 11.3 The Food and Drugs Authority may defer or reject an application.
- 11.4 Applicants shall respond or address any issues raised concerning their applications within a period of three (3) months of receipt of the notice.
- 11.5 If the Authority does not receive any response within the period specified under 4.4, the applicant shall reapply for registration.
- 11.6 An appeal for the review of an application may be made in writing to the Authority within thirty (30) days of receipt of the rejection notice.

CHAPTER 2 – CODE OF PRACTICE FOR SLAUGHTER HOUSES

1. PREMISES AND DESIGN

1.1 PREMISES

The location of the slaughter house/abattoir shall pose no threat to the wholesomeness and hygiene of fresh or chilled meat or meat products. Premises must be located away from:

- 1.11 Environmentally polluted areas and industrial activities which pose a serious threat of contaminating meat
- 1.12 Areas subject to flooding unless sufficient safeguards are provided.
- 1.13 Areas prone to infestation of pests; and
- 1.14 Areas where wastes, either solid or liquid, cannot be effectively removed.

1.2 DESIGN OF FACILITY

- 1.21 The slaughter house/abattoir shall be designed to provide adequate space for equipment and slaughtering activities.
- 1.22 The slaughter house/abattoir shall be designed in such a way as to minimize the contamination of fresh or chilled meat.
- 1.23 The slaughter house/abattoir shall be designed to facilitate effective cleaning and, if necessary, sanitization.

2. STRUCTURE AND FABRICATION

- 2.1 The slaughter house/abattoir shall be suitable in size, construction, and design to facilitate slaughtering activities, maintenance, cleaning and disinfection of all parts.
- 2.2 The construction shall protect against the entrance and harbourage of insects, birds, rodents or other vermin, as well as the entry of contaminants such as smoke, dust, etc.
- 2.3 The slaughter house/abattoir shall be designed to provide separation, by partition, location or other effective means, between those operations which may cause cross contamination.
- 2.4 Drains shall be covered and the immediate environs clean and free of litter.
- 2.5 Floors shall be of water-proof, non-absorbent, washable and non-slip materials, without crevices, and shall be easy to clean and disinfect.

- 2.6 Walls shall be of water proof, non-absorbent and washable materials and shall be light coloured. Up to a height appropriate for the operation they shall be smooth and without crevices, and shall be easy to clean and disinfect.
- 2.7 Ceilings shall be designed, constructed and finished as to prevent the accumulation of dirt and minimize condensation, mould development and flaking, and shall be easy to clean.
- 2.8 Ventilation shall be adequate, have good lighting and be easy to clean. All construction material shall be such that they do not transmit any undesirable substances to the meat or meat products.
- 2.9 Windows and other openings shall be constructed so as to enhance ventilation and avoid accumulation of dirt and those which open shall be fitted with insect-proof screens. Screens shall be easily movable for cleaning and disinfection and kept in good repair.
- 2.10 Doors shall have smooth, non-absorbent surfaces and, where appropriate, be selfclosing and close fitting.

3. ILLUMINATION AND VENTILATION

- 3.1 Adequate natural or artificial lighting shall be provided throughout the slaughter house/abattoir. Light bulbs and fixtures suspended over meat in any stage of production shall be of a safety type and shielded to prevent contamination of meat in case of breakage.
- 3.2 Adequate ventilation shall be provided to remove dust and contaminated air. The direction of the air flow shall never be from a dirty area to a clean area. Vents shall have an insect screen or other protective enclosure of non-corrodible material. Screens shall be easily removable for cleaning.

4. PRESENTATION OF ANIMAL FOR SLAUGHTER

- 4.1 The slaughter house/abattoir shall source its animals from approved farms. An ante-mortem inspection shall be conducted by an authorised Veterinary Officer on the animal before slaughter. This shall include animals presented for slaughter by individuals.
- 4.2 The lairage shall be cleaned and free from all insanitary conditions.

- 4.3 An animal reception protocol shall be developed to specify parameters as regards to the reception/rejection of animals to be slaughtered.
- 4.4 Hide/skin of animals entering the slaughter house/abattoir are potential sources of contamination of carcass with pathogenic bacteria. Thus the animal to be slaughtered must be clean.
- 4.5 Stunning must be done in a humane way as this process affect the quality of the meat, with due consideration to minimizing contamination
- 4.6 Slaughtered animals that are scalded, flamed or similarly treated shall be scoured of all bristles, hair, scurf, cuticle, feathers and dirt.
- 4.7 Bleeding shall be as complete as possible. Care must be taken not to puncture the viscera, urinary bladder, gall bladder or uterus to prevent contamination by gut or viscera content.
- 4.8 Carcass must be cleaned or washed with portable water. Prevent / reduce airborne cross-contamination between carcasses by not creating aerosols during washing.

5. CHILLING OF MEAT

- 5.1 The facility shall possess adequate cold storage facilities for the storage of raw meat.
- 5.2 Chilling must be done as soon as possible after washing and dissecting carcass so as to inhibit microbial growth and to facilitate maturity of meat.
- 5.3 Carcass must be on rails and without touching floors/walls and if possible other carcasses to prevent cross contamination.
- 5.4 Storage facility shall have the right temperature for storage of fresh meat (i.e. 0°C to +5° C). Cold room temperature shall be monitored and recorded. Thermometer affix to cold room shall be functional and calibrated. Cold room shall be of high hygienic condition. There shall be a functional standby generator of the appropriate capacity.
- 5.5 The meat shall be kept in the chiller for the appropriate days before it is sent to the market

6. EQUIPMENT & MAINTENANCE

6.1 EQUIPMENT

- 6.11 All equipment used in slaughtering and meat handling should be made of food grade material which does not transmit toxic substances, odour or taste, is non-absorbent, is resistant to corrosion and is capable of withstanding repeated cleaning and disinfection. Surfaces should be smooth and free from crevices.
- 6.12 All refrigerated spaces shall be equipped with temperature measurement and recording devices.
- 6.13 Equipment used on waste parts of the carcasses shall be identified and shall not be used for edible products.

6.2 MAINTENANCE

- 6.21 Maintenance work shall be done in a manner that minimises contamination of meat, equipment and the slaughtering environment.
- 6.22 Prior to any alteration, repair or maintenance work on buildings, facilities or equipment, an officer from the Authority and the Veterinary Services Directorate shall assess its potential for contaminating meat, equipment and the slaughtering environment; and put in place appropriate controls to minimise their exposure to contamination.
- 6.23 Alterations to the slaughter house/abattoir design, and maintenance of equipment that may affect hygienic operations or cause contamination of meat and the slaughtering environment shall not be done during slaughtering.
- 6.24 Cleaning and maintenance tools shall not be stored in a meat handling area.

7. CALIBRATION OF MEASURING DEVICES

- 7.1 Measuring devices (stand-alone or forming part of a piece of equipment) shall:
- 7.2 Have the accuracy, precision, and conditions of use appropriate to the task performed.
- 7.3 Be calibrated against a reference standard showing traceability of calibration to a national or international standard of measurement (where available), or (if no such standard exists) be calibrated on a basis that is documented.

- 7.4** Be uniquely identified (e.g. by the use serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations and to identify calibration status.

8. PEST MANAGEMENT

- 8.1** There shall be an effective and continuous programme for the control of insects, birds, rodents or other vermin.
- 8.2** The slaughter house/abattoir shall be regularly examined for evidence of infestation. Control measures involving treatment with chemical, physical or biological agents shall only be undertaken by or under direct supervision of EPA Certified Agent who have a thorough understanding of the potential hazards to health resulting from the use of these agents, including those which may arise from residues retained in the product.

9. WASTE MANAGEMENT

- 9.1** An ample supply of potable water under adequate pressure shall be available with adequate facilities for its storage, where necessary, and distribution, and with adequate protection against contamination. An adequate supply of hot potable water shall be available at all times during working hours.
- 9.2** The slaughter house/abattoir shall have an efficient effluent and waste disposal system. All effluent lines (including sewer systems) shall be large enough to carry peak loads and shall be constructed in such a manner as to avoid contamination of potable water supplies.
- 9.3** Facilities shall be provided for the storage of waste and inedible carcass parts prior to removal from the slaughter house/abattoir. These facilities shall be designed to prevent access to waste or pests and to avoid contamination of meat, potable water and equipment.

10. SANITARY FACILITIES

- 10.1** Adequate, suitable, and conveniently located changing facilities and toilets shall be provided in the slaughter house/abattoir. Toilets shall be so designed as to ensure

hygienic removal of waste matter. These areas shall be lit, ventilated and where appropriate shall not open directly into meat handling areas. Hand washing facilities with warm or hot and cold water, a suitable hand-cleaning preparation, and with suitable hygienic means of drying hands, shall be provided adjacent to toilets and in such a position that the employee must pass them when returning to the processing area. Where hot and cold water are available mixing taps shall be provided. Where disposable hand tissues are used, a sufficient number of the dispensers with disposable hand tissues and receptacles for used tissues shall be provided adjacent to each washing facility. Taps of a non-hand operable type are preferable.

- 10.2** All rooms used for singeing, deboning, cutting or other handling of meat shall be equipped with adequate facilities for cleaning and disinfecting implements, conveniently located for the use of personnel during operations. These facilities are for use exclusively in the cleaning and disinfection of knives, cutlasses, cleavers, saws and other implements.

11. PERSONNEL STANDARDS

11.1 MEDICAL EXAMINATION

Butchers who come into contact with carcass and meat in the course of their work shall undergo medical examination. Medical examination of butchers shall be carried out at least once a year.

11.2 PROTECTIVE CLOTHING

- 11.2.1 All butchers who enter any part of the slaughtering facility must wear suitable, clean protective clothing and footwear.
- 11.2.2 Hair restraints, for both head and facial hair, must be worn in cutting and dressing areas.
- 11.2.3 Butchers who work in the slaughter section must change their protective clothing, and clean or change their footwear, before entering the carcass dressing area.

11.2.4 Butchers assigned to work in areas where materials for animal consumption or waste are handled must remove their outer clothing, footwear or coverings; and change to clean protective clothing before entering slaughtering areas.

11.3 PERSONNEL CLEANLINESS

11.3.1 Butchers engaged in the slaughter house/abattoir where meat or carcass are handled shall maintain a high degree of personal cleanliness while on duty, and shall at all times while so engaged wear suitable protective clothing including head and footwear, all of which shall be washable unless designed to be disposed off and which shall be maintained in a clean condition consistent with the nature of the work in which the person is engaged.

11.3.2 Butchers engaged in a carcass or meat handling shall wash his hands frequently and thoroughly under running warm potable water while on duty. Hands shall always be washed before commencing work, immediately after using the toilet, after handling contaminated carcass meat, and whenever else necessary. After handling diseased or suspect carcass or meat, hands shall be washed and sanitised immediately.

11.3.3 A butcher who has a cut or a wound shall discontinue working with carcass and meat until he is suitably bandaged and treated. No person working in any slaughter house/abattoir shall wear exposed bandage unless the bandage is completely protected by a waterproof covering which is conspicuous in colour and is of such a nature that it cannot become accidentally detached. Adequate first-aid facilities shall be provided for this purpose.

11.3.4 Spitting, eating, chewing and the use of tobacco shall be prohibited in meat handling areas.

11.3.5 Protective clothes used in meat handling shall be maintained in a clean and sanitary condition.

12. DOCUMENTATION

The slaughter house/abattoir shall maintain accurate records on all day-to-day activities of the facility critical to the safety of products. Records shall be kept on the following:

- 12.1 Food Handlers Test
- 12.2 Pest control activities
- 12.3 Cleaning and disinfection activities
- 12.4 Waste management
- 12.5 List of suppliers and distributors
- 12.6 Calibration of equipment
- 12.7 Temperature monitoring
- 12.8 Consumer Complaint
- 12.9 Standard Operative Procedures
- 12.10 Training of Workers
- 12.11 Certificate of Quality
- 12.12 Veterinary records (ante-mortem, post-mortem, number of animals slaughtered)

CHAPTER 3 – CODE OF PRACTICE FOR SLAUGHTER SLABS

1. LOCATION AND DESIGN

1.1 LOCATION

The location of the slaughter slab shall pose no threat to the wholesomeness and hygiene of fresh or chilled meat or meat products. Premises must be located away from:

- 1.11 Environmentally polluted areas and industrial activities which pose a serious threat of contaminating meat.
- 1.12 Areas subject to flooding unless sufficient safeguards are provided.
- 1.13 Areas prone to infestation of pests; and
- 1.14 Areas where waste, either solid or liquid, cannot be effectively removed.

1.2 DESIGN OF FACILITY

- 1.21 The slaughter slab shall be designed to provide adequate space for equipment and slaughtering activities.
- 1.22 The slaughter slab shall be designed in such a way as to minimize the contamination of fresh or chilled meat.
- 1.23 The slaughter slab shall be designed to facilitate effective cleaning and, if necessary, sanitization.

2. STRUCTURE AND FABRICATION

- 2.1 The slaughter slab shall be suitable in size, construction, and design to facilitate slaughtering activities, maintenance, cleaning and disinfection of all parts.
- 2.2 The slaughter slab shall be designed to provide separation, by partition, location or other effective means, between those operations which may cause cross contamination.
- 2.3 Drains shall be open to allow easy cleaning and disinfection
- 2.4 Floors shall be of water-proof, non-absorbent, washable and non-slip materials, without crevices, and shall be easy to clean and disinfect.
- 2.5 Ceilings shall be designed, constructed and finished as to prevent the accumulation of dirt and minimize condensation, mould development and flaking, and shall be easy to clean.

3. ILLUMINATION AND VENTILATION

- 3.1 Adequate natural or artificial lighting shall be provided throughout the slaughter slab. Light bulbs and fixtures suspended over meat in any stage of production shall

be of a safety type and shielded with shatter proof cases to prevent contamination of meat in case of breakage.

- 3.2** Adequate ventilation shall be provided to remove dust and contaminated air. The direction of the air flow shall never be from a dirty area to a clean area. Vents shall be provided with an insect screen or other protective enclosure of non-corrodible material. Screens shall be easily removable for cleaning.

4. PRESENTATION OF ANIMAL FOR SLAUGHTER

- 4.1** The slaughter slab shall source its animals from approved farms. Ante-mortem inspection shall be conducted by an authorized Veterinary Officer. This shall include animals presented for slaughter by individuals.
- 4.2** The lairage shall be cleaned and free from insanitary conditions.
- 4.3** An animal reception protocol shall be developed to specify parameters as regards to the reception/rejection of animals to be slaughtered.
- 4.4** Hide/skin of animals entering the slaughter slab are potential sources of contamination of carcass with pathogenic bacteria. Thus the animal to be slaughtered must be clean.
- 4.5** Stunning must be done in a humane way as this process affect the quality of the meat, with due consideration to minimizing contamination.
- 4.6** Slaughtered animals that are scalded, flamed or similarly treated shall be scoured of all bristles, hair, scurf, cuticle, feathers and dirt.
- 4.7** Bleeding shall be as complete as possible. Care must be taken not to puncture the viscera, urinary bladder, gall bladder or uterus to prevent contamination by gut or viscera.
- 4.8** Carcass must be cleaned or washed with potable water. Prevent/reduce airborne cross-contamination between carcasses by not creating aerosols during washing.

5. EQUIPMENT & MAINTENANCE

5.1 EQUIPMENT

- 5.11 All equipment used in slaughtering and meat handling shall be made of food grade material which does not transmit toxic substances, odour or taste, is non-absorbent, is resistant to corrosion and is capable of withstanding repeated cleaning and disinfection. Surfaces shall be smooth and free of crevices.
- 5.12 Equipment used on waste parts of the carcass shall be identified and shall not be used for edible products.

5.2 MAINTENANCE

- 5.21 Maintenance shall be done in a manner that minimises contamination of meat, equipment and the slaughtering environment.
- 5.22 Prior to any maintenance (buildings, facilities or equipment), an officer from the Food and Drugs Authority and the Veterinary Services Directorate shall assess its potential for contaminating meat, equipment and the slaughtering environment; and put in place appropriate controls to minimise their exposure to contamination.
- 5.23 Alterations to the slaughter slab design, and maintenance of equipment that may affect hygienic operations or cause contamination of meat and the slaughtering environment shall not be done during slaughtering.
- 5.24 Cleaning and maintenance tools shall not be stored in a meat handling area.

6. PEST MANAGEMENT

- 6.1 There shall be an effective and continuous programme for the control of insects, birds, rodents or other vermin.
- 6.2 The slaughter slab shall be regularly examined for evidence of infestation. Control measures involving treatment with chemical, physical or biological agents shall only be undertaken by or under direct supervision of EPA Certified Agent who have a thorough understanding of the potential hazards to health resulting from the use of these agents, including those which may arise from residues retained in the product.

7. PERSONNEL STANDARDS

7.11 MEDICAL EXAMINATION

Butchers who come into contact with carcass and meat in the course of their work shall undergo medical examination. Medical examination of butchers and meat handlers shall be carried out at least once a year.

7.12 PROTECTIVE CLOTHING

- 7.1.1 All butchers and meat handlers who enter any part of the slaughtering facility must wear suitable, clean protective clothing and footwear.
- 7.1.2 Hair restraints, for both head and facial hair, must be worn in cutting and dressing areas.
- 7.1.3 Butchers who work in the slaughter section must change their protective clothing, and clean or change their footwear, before entering the carcass dressing area.
- 7.1.4 Butchers assigned to work in areas where materials for animal consumption or waste are handled must remove their outer clothing, footwear or coverings; and change into clean protective clothing before entering slaughtering areas.

7.13 SANITARY FACILITIES

- 7.13.1 An ample supply of potable water under adequate pressure shall be available with adequate facilities for its storage, where necessary, and distribution, and with adequate protection against contamination. An adequate supply of hot potable water shall be available at all times during working hours.
- 7.13.2 The slaughter slab shall have an efficient effluent and waste disposal system. All effluent lines (including sewer systems) shall be large enough to carry peak loads and shall be constructed in such a manner as to avoid contamination of potable water supplies.
- 7.13.3 Facilities shall be provided for the storage of waste and inedible carcass parts prior to removal from the slaughter slab. These facilities shall be designed to prevent access to waste or inedible material by pests and to avoid contamination of meat, potable water and equipment.
- 7.13.4 Adequate, suitable, and conveniently located changing facilities and toilets shall be provided in the slaughter slab. Toilets shall be so designed as to ensure

hygienic removal of waste matter. Hand washing facilities with warm or hot and cold water, a suitable hand-cleaning preparation, and with suitable hygienic means of drying hands shall be provided. These shall be situated adjacent to toilets and in such a position that the employee must pass them when returning to the slaughtering area. Where hot and cold water are available mixing taps shall be provided. Where disposable hand tissues are used, a sufficient number of the dispensers with disposable hand tissues and receptacles for used tissues shall be provided adjacent to each washing facility. Taps of a non-hand operable type are preferable.

- 7.13.5 All rooms used for singeing, deboning, cutting or other handling of meat shall be equipped with adequate facilities for cleaning and disinfecting implements, conveniently located for the use of personnel during operations. These facilities are for use exclusively in the cleaning and disinfection of knives, cutlasses, cleavers, saws and other implements.

7.14 PERSONNEL CLEANLINESS

- 7.14.1 Butchers and meat handlers engaged in the slaughter slab where meat or carcass are handled shall maintain a high degree of personal cleanliness while on duty, and shall at all times while so engaged wear suitable protective clothing including head and foot wear, all of which shall be washable unless designed to be disposed off and which shall be maintained in a clean condition consistent with the nature of the work in which the person is engaged.
- 7.14.2 Butchers engaged in a carcass or meat handling shall wash their hands frequently and thoroughly under running, warm potable water while on duty. Hands shall always be washed before commencing work, immediately after using the toilet, after handling contaminated carcass or meat, and whenever else necessary. After handling diseased or suspect carcass or meat, hands shall be washed and sanitised immediately. Notices requiring hand-washing shall be displayed.
- 7.14.3 A butcher who has a cut or a wound shall discontinue work until he is suitably bandaged and treated. No person working in any slaughter slab shall wear exposed bandage unless the bandage is completely protected by a waterproof covering

which is conspicuous in colour and is of such a nature that it cannot become accidentally detached. Adequate first-aid facilities shall be provided for this purpose.

7.14.4 Spitting, eating, chewing and the use of tobacco shall be prohibited in meat handling areas.

7.14.5 Protective clothes used in meat handling shall be maintained in a clean and sanitary condition.

8. DOCUMENTATION

The slaughter slab shall maintain accurate records on all day-to-day activities of the facility critical to the safety of products. Records shall be kept on the following:

- 8.1** Food Handlers Test
- 8.2** Pest control activities
- 8.3** Cleaning and disinfection activities
- 8.4** Waste management
- 8.5** Standard Operative Procedures
- 8.6** Training of Workers
- 8.7** Certificate of Quality
- 8.8** Veterinary activities (ante-mortem, post-mortem, number of animals slaughtered)

CHAPTER 4– CODE OF PRACTICE FOR THE TRANSPORTATION OF MEAT

1. STRUCTURE OF MEAT COMPARTMENT

- 1.1 Walls, ceiling and floor of the compartment in which the meat is transported shall be made from a material that is crack resistant, corrosion resistant, smooth, impermeable to water, light coloured, easily cleansed and disinfected.
- 1.2 The compartment in which meat is transported shall be airtight.
- 1.3 The compartment shall be fitted with ventilations and drainage outlets which must be equipped with dust filters.
- 1.4 Hanging hooks shall be made of corrosion resistant material.

- 1.5 For the transportation of carcass meat, whether in whole carcass sides, quarters or boned cut meat, rails and shelves shall be used.
- 1.6 Shelves and racks shall be made from corrosion resistant material. They shall be easy to dismantle and clean.

2. STANDARDS OF HYGIENE IN THE TRANSPORT OF MEAT

- 2.1 Meat carriers shall not be used to transport any other product except for its intended purpose.
- 2.2 Livestock, live animals and dead or slaughtered carcasses not flayed and eviscerated shall not be transported in a carrier in respect of which a permit has been issued.
- 2.3 Pallet, shelve or polythene film must be spread in the carrier to prevent direct contact of meat to the floor of the carrier.
- 2.4 Organs, such as liver s, such as liver, heart, brains, lungs, kidneys and clean tripe, shall be transported in receptacles, which are water-tight and which can be easily cleaned and disinfected, unless they are frozen in which case they may be transported in cartons or heavy paper wrapping or plastic bags or other approved packing material.
- 2.5 Rough tripe, intestines or other parts of an animal which may contaminate other meat or may have an offensive odour shall be transported in receptacles which are water-tight and are easily cleaned and disinfected and which have close-fitting lids so secured as not to fall off during transport.
- 2.6 No person shall be allowed to stay in the compartments where meat is kept during transport.
- 2.7 Any carrier or container shall, before it is loaded with meat be thoroughly washed using an approved detergent and shall thereafter be cleaned and rinsed with clean potable water.
- 2.8 Meat handling equipment and containers, such as hooks, shelves, racks and receptacles shall be rinsed in clean potable water.
- 2.9 Cracks, crevices, tunnels, or other openings to the carriage caused by poor construction or any other reason which will provide easy entry or harborage of insects, rodents, or other pests shall be repaired.

- 2.10 Frozen meat, packed in cartons or boxes, may be stacked on top of each other and frozen carcass meat may, if properly packaged in suitable packing material, be stacked.

3. PERSONNEL STANDARDS

- 3.1 All Persons including the driver who come into contact with meat shall be medically certified as fit to handle food (meat) by the appropriate agency. Medical examination of a meat handler shall be carried out at other times when clinically or epidemiologically indicated.
- 3.2 Meat handlers shall keep short nails, trimmed beards and wear suitable, clean protective clothing and footwear.
- 3.3 Hair restraints, for both head and facial hair, must be worn during loading.
- 3.4 Personal effects and clothing shall not be deposited in meat compartments.
- 3.5 Every person engaged in meat handling shall maintain a high degree of personal cleanliness. Hands shall always be washed before commencing work, immediately after using the toilet, after handling contaminated material, and whenever else necessary. After handling diseased or suspect materials hands shall be washed and disinfected immediately.
- 3.6 Any person who has a cut or a wound shall discontinue working until he is suitably bandaged. No person shall wear exposed bandage unless the bandage is completely protected by a waterproof covering which is conspicuous in colour and is of such a nature that it cannot become accidentally detached. Adequate first-aid facilities shall be provided for this purpose.
- 3.7 Spitting, eating, chewing and the use of tobacco shall be prohibited during meat handling.

4. GENERAL HOUSEKEEPING AND WASTE DISPOSAL

- 4.1 Exudates from meat shall be cleaned as quickly as possible to prevent breeding or proliferation of bacterial to compromise the safety of meat in transit.
- 4.2 All meat/meat product wastes held for disposal shall be kept in leak-proof nonabsorbent, easily cleanable containers so as to be inaccessible to pests.
- 4.3 The driver shall be responsible for maintaining absolute hygiene within the vehicle.

5. TRANSPORT PERMIT/CERTIFICATE

- 5.1 A transport permit/certificate shall be obtained from the FDA prior to meat transportation.
- 5.2 No person shall transport, cause or suffer any meat to be transported unless such person holds a permit to transport meat
- 5.3 Transport permit/certificate shall not be transferrable to any other carrier, consignee, consignor and driver or attendant.
- 5.4 Transport permit/certificate shall be valid for one consignment.
- 5.5 Transport permit/certificate must be produced on demand.

6. DOCUMENTATION

The driver or vehicle owner shall develop policies and keep accurate records on all essential activities that have to be carried out to ensure the safety and quality of the products in transit. These activities include but not limited to product receipt, product dispatch, cleaning and sanitation.

- 6.1 Food Handlers Test
- 6.2 Cleaning activities
- 6.3 Waste management
- 6.4 Product receipt/List of suppliers
- 6.5 Product dispatch/ List of distributors
- 6.6 Standard Operative Procedures
- 6.7 Training of driver/attendants
- 6.8 Transport permit/Certificate

CHAPTER 5 – CODE OF PRACTICE FOR MEAT MARKETS OR SHOPS

1. LOCATION AND DESIGN

The location and design of the facility shall pose no threat to the wholesomeness and hygiene of fresh meat. The facility shall be:

- 1.1 Located away from environmentally polluted areas and industrial activities which pose a serious threat of contaminating products.
- 1.2 Located away from areas subject to flooding unless sufficient safeguards are provided.
- 1.3 Located away from areas prone to infestation of pests.
- 1.4 Located away from areas where waste, either solid or liquid, cannot be effectively removed.

2. STRUCTURE AND FABRICATION

- 2.1 The construction shall protect against the entrance and harbourage of insects, birds, rodents or other vermin, as well as the entry of contaminants such as smoke, dust, etc.
- 2.2 Floors shall be of water-proof, non-absorbent, washable and non-slip materials, without crevices, and shall be easy to clean and disinfect.
- 2.3 Walls shall be of water proof, non-absorbent and washable materials and shall be light coloured without crevices. It shall be easy to clean and disinfect.
- 2.4 Ceilings shall be designed, constructed and finished as to prevent the accumulation of dirt and minimize condensation, mould development and flaking, and shall be easy to clean.
- 2.5 Windows and other openings shall be constructed so as to avoid accumulation of dirt and those that are opened shall be fitted with insect-proof screens. Screens shall be easily movable for cleaning and kept in good repair.

3. ILLUMINATION AND VENTILATION

- 3.1 Adequate natural or artificial lighting shall be provided in the facility. Light bulbs and fixtures suspended over meat shall be of a safety type and shielded to prevent contamination of fresh meat.

- 3.2 Adequate ventilation shall be provided to prevent heat and dust and to remove contaminated air. The direction of the air flow shall never be from a dirty area to a clean area. Vents shall be provided with an insect screen or other protective enclosure of non-corrodible material. Screens shall be easily removable for cleaning.

4. RAW MATERIAL ACQUISITION

- 4.1 The establishment shall source its fresh meat from approved companies/suppliers with veterinary slaughter permit or veterinary movement permit.
- 4.2 The establishment shall document safety protocol that specifies parameters as regards to the reception/rejection of raw materials.
- 4.3 The facility shall possess adequate storage facilities for the storage of fresh meat.

5. HANDLING AND PACKAGING

- 5.1 Handling of fresh meat shall be supervised by technically competent personnel. All steps in the handling, including packaging, shall be performed without unnecessary delay and under conditions which will prevent the possibility of contamination, deterioration, or the development of pathogenic and spoilage microorganisms.
- 5.2 Packaging material shall be stored in a clean and sanitary manner and shall not transmit to the product objectionable substances.
- 5.3 Packaging shall be done under conditions that preclude the introduction of contamination.

6. EQUIPMENT/MAINTENANCE

- 6.1 All equipment (tables, knives, etc.) surfaces in contact with food must be of food grade material.
- 6.2 Cleaning and maintenance tools, and finished products shall be kept away from fresh meat area.

7. PEST MANAGEMENT

- 7.1 There shall be an effective and continuous programme for the control of insects, birds, rodents or other vermin.
- 7.2 Meat markets and shops shall be regularly examined for evidence of infestation. Control measures involving treatment with chemical, physical or biological agents shall only be undertaken by or under direct supervision of personnel who have a thorough understanding of the potential hazards to health resulting from the use of these agents, including those which may arise from residues retained in the product.

8. SANITARY FACILITIES

Adequate, suitable, and conveniently located changing facilities and toilets shall be provided in all meat markets and shops. Toilets shall be so designed as to ensure hygienic removal of waste matter. These areas shall be lit, ventilated and where appropriate heated and shall not open directly into the meat markets and shops. Hand washing facilities with warm or hot and cold water, a suitable hand-cleaning preparation, and with suitable hygienic means of drying hands, shall be provided adjacent to toilets and in such a position that the employee must pass them when returning to the meat markets and shops. Where disposable hand tissues are used, a sufficient number of the dispensers with disposable hand tissues and receptacles for used tissues shall be provided adjacent to each washing facility. Taps of a non-hand operable type are preferable.

9. PERSONNEL HYGIENE

9.1 MEDICAL EXAMINATION

Persons who come into contact with fresh meat in the course of their work shall have a medical examination prior to their employment if the official agency having jurisdiction, acting on medical advice, considers that this is necessary, whether because of epidemiological considerations, the nature of the meat product in a particular meat markets and shops or the medical history of the prospective fresh meat handler.

9.2 PROTECTIVE CLOTHING

All personnel in meat markets and shops must wear suitable, clean protective clothing and footwear. Hair restraints, for both head and facial hair, must be worn.

Personal effects and clothing shall not be deposited in food handling areas.

9.3 PERSONNEL CLEANLINESS

9.3.1 Every person engaged in fresh meat handling shall wash his hands frequently and thoroughly with a suitable hand cleaning preparation under running warm potable water while on duty. Hands shall always be washed before commencing work, immediately after using the toilet, after handling contaminated material, and whenever else necessary. Notices requiring handwashing shall be displayed.

9.3.2 Any person who has a cut or a wound shall discontinue working with fresh meat until he is suitably bandaged shall not engage in the preparation, handling, packaging or transportation of fresh meat. No person working in any establishment shall wear exposed bandage unless the bandage is completely protected by a waterproof covering which is conspicuous in colour and is of such a nature that it cannot become accidentally detached. Adequate first-aid facilities shall be provided for this purpose.

9.3.3 Spitting, eating, chewing and the use of tobacco shall be prohibited in food handling areas.

9.3.4 Gloves used in food handling shall be maintained in a sound, clean and sanitary condition.

10. DOCUMENTATION

The establishment shall maintain accurate records on all day-to-day activities of the facility critical to the safety of products. Where applicable, records shall be kept on the following:

- 10.1 Food Handlers Test
- 10.2 Pest control activities
- 10.3 Cleaning activities
- 10.4 Waste management

- 10.5 Suppliers
- 10.6 Standard Operative Procedures
- 10.7 Training of Workers

CHAPTER 6 – CODE OF PRACTICE FOR MEAT PROCESSING FACILITIES

1. LOCATION AND DESIGN FOR MEAT PROCESSING FACILITIES

- 1.1 The location of the facility shall pose no threat to the wholesomeness and hygiene of fresh Environmentally polluted areas and industrial activities which pose a serious threat of contaminating products.
- 1.2 Areas subject to flooding unless sufficient safeguards are provided.
- 1.3 Areas prone to infestation of pests; and
- 1.4 Areas where waste, either solid or liquid, cannot be effectively removed.
- 1.5 The facility shall be designed to provide adequate space for equipment and processing or frozen meat or meat products.
- 1.6 The facility shall be designed in such a way as to minimize the contamination of fresh or frozen meat and meat products.
- 1.7 The facility shall be designed to facilitate effective cleaning and, if necessary, sanitization.

2. STRUCTURE AND FABRICATION

- 2.1 The facility shall be suitable in size, construction, and design to facilitate maintenance and cleaning of all parts.
- 2.2 The construction shall protect against the entrance and harbourage of insects, birds, rodents or other vermin, as well as the entry of contaminants such as smoke, dust, etc.
- 2.3 The facility shall be designed to provide separation, by partition, location or other effective means, between those operations which may cause cross contamination.

- 2.4 Floors shall be of water-proof, non-absorbent, washable and non-slip materials, without crevices, and shall be easy to clean and disinfect.
- 2.5 Walls shall be of water proof, non-absorbent and washable materials and shall be light coloured. Up to a height appropriate for the operation, they shall be smooth and without crevices, and shall be easy to clean and disinfect.
- 2.6 Ceilings shall be designed, constructed and finished as to prevent the accumulation of dirt and minimize condensation, mould development and flaking, and shall be easy to clean.
- 2.7 Windows and other openings shall be constructed so as to avoid accumulation of dirt and those that are opened, shall be fitted with insect-proof screens. Screens shall be easily movable for cleaning and kept in good repair.
- 2.8 Doors shall have smooth, non-absorbent surfaces and, where appropriate, be selfclosing and close fitting.

3. ILLUMINATION AND VENTILATION

- 3.1 Adequate natural or artificial lighting shall be provided throughout the facility. Light bulbs and fixtures suspended over meat in any stage of production shall be of a safety type and shielded to prevent contamination of meat and meat products in case of breakage.
- 3.2 Adequate ventilation shall be provided to prevent excessive heat, steam condensation and dust and to remove contaminated air. The direction of the air flow shall never be from a dirty area to a clean area. Vents shall have insect screen or other protective enclosure of non-corrodible material. Screens shall be easily removable for cleaning.

4. RAW MATERIAL ACQUISITION

- 4.1 The establishment shall source its raw materials from companies/suppliers whom it has pre-approved through a Supplier Quality Assurance programme.
- 4.2 The establishment shall document a safety protocol that specifies parameters as regards to the reception/rejection of raw materials.
- 4.3 The facility shall possess adequate storage facilities for the storage of raw meat at 18°C.

- 4.4 Suppliers shall be audited periodically to ensure the safety of raw materials received.

5. PROCESSING AND PACKAGING

5.1 PROCESSING

Processing shall be supervised by technically competent personnel. All steps in the production process, including packaging, shall be performed without unnecessary delay and under conditions which will prevent the possibility of contamination, deterioration, or the development of pathogenic and spoilage microorganisms.

5.2 PACKAGING

- 5.2.1 Packaging material shall be stored in a clean and sanitary manner and shall not transmit to the product objectionable substances.
- 5.2.2 Packaging shall be done under conditions that preclude the introduction of contamination.
- 5.2.3 The finished product shall be stored and transported under such conditions that will preclude contamination, infestation or development of pathogenic or toxigenic microorganisms and protect against deterioration of the product or of the container.
- 5.2.4 In repackaging, it is important to transfer labelling information on the original package onto the repackaged units.

6. EQUIPMENT/MAINTENANCE

6.1 EQUIPMENT

- 6.1.1 All equipment and utensils used in meat handling areas and which may contact exposed meat and meat products shall be made of material which does not transmit toxic substances, odour or taste, is non-absorbent, is resistant to corrosion and is capable of withstanding repeated cleaning and disinfection. Surfaces shall be smooth and free from pits and crevices. The use of wood and other materials which cannot be adequately cleaned and disinfected shall be avoided except when their use would clearly not be a source of contamination. The use of different materials in such a way that, contact corrosion can occur shall be avoided.

- 6.1.2 All refrigerated spaces shall be equipped with temperature measurement and recording devices.
- 6.1.3 Equipment and utensils used for inedible materials or waste shall be identified and shall not be used for edible products.

6.2 MAINTENANCE

- 6.2.1 Maintenance shall be done in a manner that minimises contamination of ingredients, products, packaging, equipment and the processing environment.
- 6.2.2 Prior to any alteration, repair or Maintenance on buildings, facilities or equipment, a suitably skilled person shall assess its potential for contaminating ingredients, products, packaging, equipment and the processing environment; and put in place appropriate controls to minimise their exposure to contamination.
- 6.2.3 Alterations on the premises and facilities, and maintenance of equipment that may affect hygienic operations or cause contamination of ingredients, products, packaging and the processing environment shall not be done during processing.
- 6.2.4 Cleaning and maintenance tools and products shall not be stored in a food handling area.

7. CALIBRATION OF MEASURING DEVICES

Measuring devices (stand-alone or part of equipment) shall:

- 7.1 Have the accuracy, precision, and conditions of use appropriate to the task performed
- 7.2 Be calibrated against a reference standard showing traceability of calibration to a national or international standard of measurement (where available), or (if no such standard exists) be calibrated on a basis that is documented.
- 7.3 Be uniquely identified (e.g. by the use of serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations and to identify calibration status.

8. PEST MANAGEMENT

- 8.1 There shall be an effective and continuous programme for the management of insects, birds, rodents or other vermin.
- 8.2 Establishments and surrounding areas shall be regularly examined for evidence of infestation. Control measures involving treatment with chemical, physical or biological agents shall only be undertaken by or under direct supervision of personnel who have a thorough understanding of the potential hazards to health resulting from the use of these agents, including those which may arise from residues retained in the product.

9. SANITARY FACILITIES

- 9.1 An ample supply of potable water under adequate pressure shall be available with adequate facilities for its storage, where necessary, and distribution, and with adequate protection against contamination. An adequate supply of hot potable water shall be available at all times during working hours.
- 9.2 Establishments shall have an efficient effluent and waste disposal system. All effluent lines (including sewer systems) shall be large enough to carry peak loads and shall be constructed in such a manner as to avoid contamination of potable water supplies.
- 9.3 Facilities shall be provided for the storage of waste and inedible material prior to removal from the establishment. These facilities shall be designed to prevent access to waste or inedible material by pests and to avoid contamination of food, potable water, equipment or buildings on the premises.
- 9.4 Adequate, suitable, and conveniently located changing facilities and toilets shall be provided in the slaughter slab. Toilets shall be so designed as to ensure hygienic removal of waste matter. Hand washing facilities with warm or hot and cold water, a suitable hand-cleaning preparation, and with suitable hygienic means of drying hands shall be provided. These shall be situated adjacent to toilets and in such a position that the employee must pass them when returning to the slaughtering area. Where hot and cold water are available mixing taps shall be provided. Where disposable hand tissues are used, a sufficient number of the dispensers with

disposable hand tissues and receptacles for used tissues shall be provided adjacent to each washing facility. Taps of a non-hand operable type are preferable.

- 9.5 All rooms used for de-boning, preparing, packaging or other handling of meat and meat products shall be equipped with adequate facilities for cleaning and disinfecting implements, conveniently located for the use of personnel during operations. These facilities are for use exclusively in the cleaning and disinfection of knives, steels, cleavers, saws and other implements.

10. PERSONNEL STANDARDS

- 10.1 Persons who come into contact with meat and meat products in the course of their work shall have a medical examination prior to their employment if the official agency having jurisdiction, acting on medical advice, considers that this is necessary, whether because of epidemiological considerations, the nature of the meat product in a particular establishment or the medical history of the prospective meat or meat product handler. Medical examination of a meat or a meat product handler shall be carried out at other times when clinically or epidemiologically indicated.
- 10.2 All personnel who enter any processing or storage area must wear suitable, clean protective clothing and footwear.
- 10.3 Hair restraints, for both head and facial hair, must be worn in processing areas.
- 10.4 Personnel who work in raw product areas must change their protective clothing, and clean or change their footwear, before entering areas where cooked products are produced.
- 10.5 Personnel assigned to work in areas where materials for animal consumption or waste are handled must remove their outer clothing, footwear or coverings; and change to clean protective clothing before entering processing areas.
- 10.6 Personal effects and clothing shall not be deposited in food handling areas.
- 10.7 Persons engaged in an area in an establishment where meat and meat products are handled shall maintain a high degree of personal cleanliness while on duty, and shall at all times while so engaged wear suitable protective clothing including head and footwear, all of which shall be washable unless designed to

be disposed off and which shall be maintained in a clean condition consistent with the nature of the work in which the person is engaged.

- 10.8 Every person engaged in a meat and meat products handling area shall wash his hands frequently and thoroughly with a suitable hand cleaning preparation under running warm potable water while on duty. Hands shall always be washed before commencing work, immediately after using the toilet, after handling contaminated material, and whenever else necessary. Notices requiring hand-washing shall be displayed.
- 10.9 Any person who has a cut or a wound shall discontinue working with meat and meat products until he is suitably bandaged shall not engage in the preparation, handling, packaging or transportation of meat and meat products. No person working in any establishment shall wear exposed bandage unless the bandage is completely protected by a waterproof covering which is conspicuous in colour and is of such a nature that it cannot become accidentally detached. Adequate first-aid facilities shall be provided for this purpose.
- 10.10 Spitting, eating, chewing and the use of tobacco shall be prohibited in food handling areas.
- 10.11 Gloves used in food handling shall be maintained in a sound, clean and sanitary condition.

11. DOCUMENTATION

The establishment shall maintain accurate records on all day-to-day activities of the facility critical to the safety of products. Records shall be kept on the following:

- 11.1 Food Handlers Test
- 11.2 Pest control activities
- 11.3 Cleaning activities
- 11.4 Waste management
- 11.5 List of suppliers and distributors
- 11.6 Calibration of equipment
- 11.7 Temperature monitoring
- 11.8 Consumer Complaint
- 11.9 Standard Operative Procedure
- 11.10 Training of Workers
- 11.11 Product Registration

CHAPTER 7 – CODE OF PRACTICE FOR COLD STORAGE FACILITIES

1. LOCATION AND DESIGN

1.1 LOCATION

The location of the facility shall pose no threat to the wholesomeness and hygiene of stored products. Premises must be located away from:

- 1.11 Environmentally polluted areas and industrial activities which pose a serious threat of contaminating products.
- 1.12 Areas susceptible to flooding 1.13 Areas prone to infestation of pests; and
- 1.14 Refuse dumps and large open drains.

1.2 DESIGN OF FACILITY

- 1.21 The facility shall be designed to provide adequate space for equipment and product storage.
- 1.22 The facility shall be designed in such a way as to minimize the contamination of stored products.
- 1.23 The facility shall be designed to facilitate effective cleaning and, if necessary, sanitization.

2. STRUCTURE AND FABRIC

- 2.1 The facility shall be suitable in size, construction, and design to facilitate maintenance and cleaning of all parts.
- 2.2 The construction shall protect against the entrance and harbourage of rodents or other vermin, as well as the entry of contaminants such as smoke, dust etc.
- 2.3 Floors shall be of water-proof, non-absorbent, washable and non-slip materials, without crevices, and shall be easy to clean and disinfect.

- 2.4 Walls shall be of water proof, non-absorbent and shall be easy to clean and disinfect.
- 2.5 Ceilings shall be designed, constructed and finished as to prevent the accumulation of dirt and minimize condensation, mould development and flaking, and shall be easy to clean.
- 2.6 Illumination shall be adequate and all bulbs providing illumination shielded with shatter proof materials.
- 2.7 Doors shall close tightly and where applicable, gaskets shall be in good state of repair.

3. ILLUMINATION

Adequate lighting shall be provided throughout the facility. Light bulbs and fixtures shall be of a safety type and shielded to prevent contamination of products in case of breakage.

4. TEMPERATURE REGIME MANAGEMENT

- 4.1 Coolers of appropriate capacity in relation to the size of the cold room shall be installed.
- 4.2 Sensors of the thermostat that measures the temperature of the microenvironment of the cold room shall be placed at mid-height on the wall far from doors and openings.
- 4.3 Where several coolers are used to refrigerate the cold room, sensors shall be placed at an equal distance from the coolers on the opposite walls.
- 4.4 Thermometers used for temperature monitoring shall be of good working condition and placed where temperature control is most necessary.
- 4.5 Temperature readings of cold room shall be monitored and recorded daily at regular intervals of two hours from morning to evening.

5. EQUIPMENT/MAINTENANCE

5.1 EQUIPMENT

- 5.11 All cooling equipment shall be made of materials which do not transmit toxic substances.
- 5.12 All refrigerated spaces shall be equipped with a temperature measuring device

- 5.13 Forklift (where applicable) shall have a sound engine which does not emit exhaust fumes which could contaminate stored products.

5.2 MAINTENANCE

- 5.21 Maintenance of cooling equipment shall be done in a manner that prevents or minimises contamination of stored products.
- 5.22 Prior to any maintenance (building or equipment), a suitably skilled person shall assess its potential for contaminating stored products and put in place appropriate controls to minimise their exposure to contamination.
- 5.23 Alterations on the premises and maintenance of equipment that may affect hygienic operations or cause contamination of stored products or the immediate environment of the facility shall not be done while products are in storage.
- 5.24 Cleaning and maintenance tools shall not be stored in the cold room.

6. CALIBRATION OF MEASURING DEVICES

Measuring devices (stand-alone or forming part of a piece of equipment) shall:

- 6.1** Have the accuracy, precision and conditions of use appropriate to the task performed.
- 6.2** Be calibrated against a reference standard showing traceability of calibration to a national or international standard of measurement (where available), or (if no such standard exists) be calibrated on a basis that is documented.
- 6.3** Be uniquely identified (e.g. by the use of serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations and to identify calibration status.

7. PEST MANAGEMENT

- 7.1** There shall be an effective and continuous programme for the management of rodents or other vermin.
- 7.2** The facility and surrounding areas shall be regularly examined for evidence of infestation. Control measures involving treatment with chemical, physical or biological agents shall only be undertaken by or under direct supervision of

personnel who have a thorough understanding of the potential hazards to health resulting from the use of these agents, including those which may arise from residues retained in the product.

8. PERSONNEL STANDARDS

8.1 MEDICAL EXAMINATION

8.11 Persons who handle food shall have a medical examination prior to their employment if the official agency having jurisdiction, acting on medical advice, considers that this is necessary, whether because of epidemiological considerations, the nature of the meat product in a particular establishment or the medical history of the prospective meat or meat product handler. Medical examination of food handler shall be carried out at other times when clinically or epidemiologically indicated.

8.2 PROTECTIVE CLOTHING

8.21 All personnel who enter the cold storage area must wear suitable, clean protective clothing and footwear.

8.22 Personnel assigned to work in areas where waste is handled must remove their outer clothing, footwear or coverings; and change to clean protective clothing before entering cold storage areas.

8.23 Personal effects and clothing shall not be deposited in food handling areas.

8.3 SANITARY FACILITIES

8.31 Adequate, suitable, and conveniently located changing facilities and toilets shall be provided in all establishments. Toilets shall be so designed as to ensure hygienic removal of waste matter. These areas shall be lit, well ventilated and shall not open directly into cold storage areas.

8.4 PERSONNEL CLEANLINESS

8.41 Every person engaged in the cold room shall maintain a high degree of personal cleanliness while on duty, and shall at all times while so engaged wear suitable protective clothing including head and footwear, all of which shall be washable unless designed to be disposed off and which shall be maintained in a clean condition consistent with the nature of the work in which the person is engaged.

- 8.42 Hands shall always be washed before commencing work, immediately after using the toilet, after handling contaminated material, and whenever necessary.
- 8.43 Any person who has a cut or a wound shall discontinue work. Until he is suitably bandaged shall not engage in the handling, packaging or transportation of stored products. No person working in any establishment shall wear exposed bandage unless the bandage is completely protected by a waterproof covering which is conspicuous in colour and is of such a nature that it cannot become accidentally detached. Adequate first-aid facilities shall be provided for this purpose.
- 8.44 Spitting, eating, chewing and the use of tobacco shall be prohibited in food handling areas.

9. DOCUMENTATION

The establishment shall maintain accurate records on all day-to-day activities of the facility critical to the safety of products. Records shall be kept on the following:

- 9.1** Food Handlers Test
- 9.2** Pest control activities
- 9.3** Cleaning activities
- 9.4** Waste management
- 9.5** List of distributors
- 9.6** Calibration of equipment
- 9.7** Temperature monitoring
- 9.8** Consumer Complaints
- 9.9** Training of Workers

CHAPTER 8

1. MISCELLANEOUS

These provisions relating to slaughter slabs are in addition to and not substitute for all other applicable laws or regulations relating to this type of business operation. The Food and Drugs Authority (FDA) in collaboration with Veterinary Service Directorate (VSD) shall at any time,

when necessary, take other procedures or steps to ensure that fresh or frozen meat handled, processed, stored offered for sale for human or animal consumption, is wholesome.

2. SANCTIONS

2.1 On three counts of caution on non-adherence to this code of practice will result in suspension, revocation of license or any sanction as deemed fit by the Authority as related to the Public Health Act 851.

2.2 The Authority shall apply the appropriate regulatory sanctions including prosecution of

the offender if: -

2.21 The grounds on which it was licensed is later found to be false;

2.22 The circumstances under which it was licensed no longer exist;

2.23 Any of the provisions under which it was licensed has been contravened; or

2.24 Where the registration of the slaughter house is cancelled by the District Assembly.

2.25 Vehicle for carrying meat and meat products is unsuitable.

3. PENALTIES

Where non-adherence to this code of practice results in exposure of consumers to a food safety hazard, the FDA will impose an administrative fine in accordance with Public Health Act, 2012, Act 851, Subsection 5 of Section 109, Subsection 1 of Section 110 and Section 148, Subsection 4 and 5.